



Request for Proposal #0011010

For

2010

Virginia Association for Teachers of Family and Consumer Sciences
Conference

November 5, 2009

RFP 0011010
GENERAL INFORMATION FORM

1. **QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Trisha Wilson, Phone: (540) 231-7402, e-mail: wilson@vt.edu.
2. **DUE DATE:** Sealed Proposals will be received until December 2, 2009 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.
3. **ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute And State University (Virginia Tech), Purchasing Department, 270 Southgate Center (0333), Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.
4. **TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: _____. For certification assistance, please visit: <http://www.dmb.e.state.va.us/swamcert.html>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

5. **COMPANY INFORMATION/SIGNATURE:** In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) <small>(Company name as it appears with your Federal Taxpayer Number)</small>		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME <small>(If different than the Full Legal Name)</small>		FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small>	
BILLING NAME <small>(Company name as it appears on your invoice)</small>		FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small>	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS

04/09

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for conference services for the 2010 Virginia Association for Teachers of Family and Consumer Sciences (VATFACS) by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. CONTRACT PERIOD:

Desired dates of the conference are July 31, 2010 through August 6, 2010. Alternate dates of July 24, 2010 through July 30, 2010 will be considered.

III. BACKGROUND:

The Virginia Association for Teachers of Family and Consumer Sciences (VATFACS) holds an annual conference during the first week in August (preferred dates). The site usually chosen by the committee is Virginia Beach. However, the 2008 conference was held in Roanoke and the 2009 conference will be held in Richmond. The group desires to return to Virginia Beach for the 2010 conference. This association has a strong history and attendance numbers continue to grow.

Virginia Tech's Outreach Program Development office functions as fiscal agent and registrar for this conference.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/register/vendorreg.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

V. STATEMENT OF NEEDS:

- A. **Overview:** Virginia Tech needs the services of a contractor that can provide conference services for the 2010 Virginia Association for Teachers of Family and Consumer Sciences Conference.
- B. **Dates:** Desired dates of the conference are July 31, 2010 through August 6, 2010. Alternate dates of July 24, 2010 through July 30, 2010 will be considered.
- C. **Location:** The conference will be held in Virginia Beach, Virginia. Oceanfront properties will be given top consideration. Ease of accessibility to the hotel site is important. Adequate complimentary parking is important, both for commuters and those lodging at the hotel facility.
- D. **Virginia Green:** For meetings attended by 50 or more people, only "Virginia Green" certified facilities shall be used by Virginia Tech. For more information see <http://www.virginia.org/site/features.asp?FeatureID=487>.

E. Lodging:

Friday, July 30, 2010 (or Friday, July 23)	5 lodging rooms
Saturday, July 31, 2010 (or Saturday, July 24)	20 lodging rooms
Sunday, August 1, 2010 (or Sunday, July 25)	150 lodging rooms
Monday, August 2, 2010 (or Monday, July 26)	150 lodging rooms
Tuesday, August 3, 2010 (or Tuesday, July 27)	150 lodging rooms
Wednesday, August 4, 2010 (or Wednesday, July 28)	90 lodging rooms
Thursday, August 5, 2010 (or Thursday, July 29)	80 lodging rooms
Friday, August 6, 2010 (or Friday, July 30)	15 lodging rooms

The government rate for lodging is desired. The government rate should be made available three days prior to and three days following the official conference dates for those who need to arrive early or depart after the conference ends. Rooms should consist of singles and doubles. A minimum of two complimentary suites and two regular rooms for guests as indicated by Virginia Tech is desired. The contractor shall hold the rooms until a specified date and charges should be assessed for only those rooms occupied. A lodging list of speakers and guests will be provided to the hotel and will be part of the master bill to Virginia Tech. All other individuals will make their own reservations and pay for their own expenses.

F. Space Needs: See Attachment C for a description of meeting room and meal space needs.

G. Meals:

Saturday, July 31, 2010 (or Saturday, July 24)	Lunch for 14 people Dinner for 14 people
Sunday, August 1, 2010: (or Sunday, July 25)	Continental Breakfast for 14 people. Lunch for 14 people. Reception for 175 people.
Monday, August 2, 2010: (or Monday, July 26)	Breakfast Buffet for 250 people Morning Refreshment Break for 250 people. Lunch Buffet for 250 people.
Tuesday, August 3, 2010: (or Tuesday, July 27)	Breakfast Buffet for 250 people. Morning Refreshment Break for 250 people. Lunch Buffet for 250 people. Dinner for 150 people.
Wednesday, August 4, 2010: (or Wednesday, July 28)	Continental Breakfast for 250 people. Morning Refreshment Break for 250 people. Lunch Buffet for 225 people.

- H. **Registration Area:** Space to handle on-site registration check-in of approximately 250 participants is needed. Space for four draped registration tables with eight chairs is needed to support the registration process. A trash receptacle is also required. Complimentary internet access for the registration table is required.
- I. **Audio-Visual Equipment:** All audio-visual requirements will be determined at a later date. Proposals should include a comprehensive list of audio-visual equipment with complete pricing information. Attendees should be allowed to bring in some of their own audio-visual equipment at no additional charge.
- J. **Coat Racks:** Coat racks should be available in the conference area.
- K. **Parking:** Free parking should be available to accommodate the attendees.
- L. **Program Schedule and Requirements:** See Attachment C.
- M. **Miscellaneous:** A complimentary meeting room is requested that can be used as the conference headquarters for the duration of the week. Some conference materials will be stored in this room.
- N. **Handicap Accessibility:** All space (meeting, dining and lodging areas) must be handicapped accessible. It is preferred that all meeting space be all on the main level or easily accessible by elevator.
- O. **Transportation:** Identify method and availability of transportation from airport to conference site for arrival and departure.
- P. **Instruction Room:** The contractor shall provide ice water and glasses, mints/candies, note pads and pens or pencils in all meeting function space. No ashtrays are allowed. Room setups are indicated on Attachment C.
- Q. **Master Bill:** The contractor shall provide a master bill to Virginia Tech that includes all charges related to the conference which have been agreed to in the contract (these should include charges for meal functions, refreshment breaks, audio-visual equipment, lodging for instructors and participants and other approved conference necessities):

Virginia Tech
 Donna Raines
 Continuing and Professional Education (0364)
 702 University City Blvd
 Blacksburg, Virginia 24061

VI. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. **One original and four copies** of each proposal must be submitted to:

Virginia Tech
 Purchasing Department (0333)
 270 Southgate Center
 Blacksburg, VA 24061

Reference the Opening Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech

at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

B. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. **Facility and Accommodations.**

Provide a thorough description of your facilities and accommodations including:

- a. Availability and configuration of lodging and meeting rooms space.
- b. Description of the facility and accommodations to be provided for meal functions.
- c. Description of lodging accommodations, including check-in and check-out times, quantity and types of rooms.
- d. Parking availability for attendees.
- e. Description of accessibility for the disabled.
- f. Availability of desired dates.
- g. Location of facility.
- h. Ability to master bill Virginia Tech.
- i. Availability of audio-visual equipment.

2. **Catering services.**

Provide various menus from which breakfast, lunch and refreshment selections may be made. Indicate the variety, quantity, etc.

3. **Price.**

Please submit an **inclusive** (tax, service charge, tip, gratuity, etc.) price schedule for all services offered.

4. **The return of the General Information Form** and addenda, if any, signed and filled out as required.

VII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Facility and Accommodations	34
2. Catering Services	33
3. Price	33
	<hr/>
	Total 100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment B for sample contract form.

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

IX. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

X. CONTRACT ADMINISTRATION:

- A. Donna B. Raines, Program Manager, Continuing and Professional Education, at Virginia Tech or her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

XI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XII. ATTACHMENTS:

- Attachment A - Terms and Conditions
- Attachment B - Standard Contract Form
- Attachment C- Tentative Program Schedule

**ATTACHMENT A
TERMS AND CONDITIONS**

RFP General Terms and Conditions

See http://www.purch.vt.edu/html.docs/terms/GTC_RFP_080409.pdf

SPECIAL TERMS AND CONDITIONS

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
3. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Virginia Tech Purchasing Department.

ATTACHMENT B

**Standard Contract form for reference only
Offerors do not need to fill in this form**

**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____

Attachment C Tentative Program Schedule

VATFACS

Virginia Association for Teachers of Family and Consumer Sciences
2010 Conference-Virginia Beach

Saturday, July 31, 2010 (or Saturday, July 24, 2010)

- | | |
|-----------------------|--|
| 11:30 a.m – 5:30 p.m. | VATFACS Board Meeting – set for 14 boardroom style
Ice water and glasses, mints and notepads. |
| 11:30 a.m.- 12:30p.m. | Lunch for 14 VATFACS Board members. |
| 5:30pm – 6:30 p.m. | Dinner for 14 VATFACS Board members. |

Sunday, August 1, 2010 or Sunday, July 25, 2010)

- | | |
|------------------------|---|
| 8:30 a.m. | Continental Breakfast for VATFACS Board Members (14). |
| 9:00 a.m. – 12:00 p.m. | VATFACS Board Meeting- Room set for 14 conference style
(will need this room for duration of conference) |
| 12:00 noon | Lunch for 14 VATFACS Board members |
| 2:00 p.m. – 8:00 p.m. | Conference Registration
Set four tables and eight chairs outside general session room |
| 1:00 p.m. – 4:00 p.m. | Meeting – room set for 40 in rounds |
| 4:00 p.m. – 6:00 p.m. | Reception for 175 |

Monday, August 2, 2010 (or Monday, July 26, 2010)

- | | |
|-------------------------|--|
| 7:00 a.m. – 8:00 a.m. | Breakfast Buffet for 250 people |
| 7:00 a.m. – 11:30 a.m. | Conference registration
Same set as Sunday |
| 8:00 a.m. – 10:15 a.m. | General session set in rounds of 10 for 250 people |
| 10:15 a.m. – 10:30 a.m. | Refreshment Break |
| 10:30 a.m. – 11:45 a.m. | Ten-Twelve Breakout Sessions – need 10-12 rooms that will hold approximately 30
people each. Setups may be classroom, theatre or banquet style. |
| 12:00 noon – 2:00 p.m. | Lunch buffet in rounds of 10 for 250 people |
| 3:30 p.m. – 4:00 p.m. | Refreshment Break – light refreshments consisting of water, coffee, tea and soft
Drinks |
| 2:00 p.m. – 5:30 p.m. | Ten-Twelve Breakout Sessions – same as above |

Tuesday, August 3, 2010 (or Tuesday, July 27, 2010)

6:00 a.m. – 5:00 p.m.	Exhibit Area Room large enough to accommodate thirty 6' table top exhibits with plenty of room for group to walk about and visit exhibits and utilize refreshment breaks.
7:00 a.m. – 8:00 a.m.	Breakfast Buffet in rounds of 10 for 250 people
8:00 a.m. – 5:30 p.m.	Ten-Twelve Breakout Rooms each set for 30 classroom style – same setup as Monday
9:30 a.m.	Refreshment Break
12:00 noon – 2:00 p.m.	Lunch Buffet in rounds of 10 for 250 people
3:30 p.m. – 4:00 p.m.	Refreshment Break
6:00 p.m.	Dinner – set in rounds of 10 for 150 people

Wednesday, August 4, 2010 (or Wednesday, July 28, 2010)

7:00 a.m. – 8:00 a.m.	Continental Breakfast for 250 people
8:00 a.m. – 11:15 a.m.	Ten-Twelve Breakout Rooms each set for 30 classroom style – same set as Tuesday
9:30 a.m.	Refreshment Break
12:00 noon – 2:00 p.m.	Lunch Buffet set in rounds of 10 for 225 people
2:00 p.m. – 5:30 p.m.	Board Meeting for 16 people set conference style

Thursday, August 5, 2010 (or Thursday, July 29, 2010)

8:00 a.m. – 5:00 p.m.	VATFACS Board Meeting for 16 people set conference style
8:00 a.m. – 5:00 p.m.	Meeting room set for 30 classroom style*
8:00 a.m. – 5:00 p.m.	Meeting room set for 30 classroom style*

Friday, August 6, 2010 (or Friday, July 30, 2010)

8:00 a.m. – 5:00 p.m.	VATFACS Board Meeting for 16 people set conference style
8:00 a.m. – 5:00 p.m.	Meeting room set for 30 classroom style*
8:00 a.m. – 5:00 p.m.	Meeting room set for 30 classroom style*

***The organization providing training will contract with the hotel for meals.
The charges for these events will be covered by the training organization.**